



# TOWN OF CICERO

## Real Estate Transfer Tax

Check One:

- DEED                       ASSIGNMENT OF BENEFICIAL INTEREST OF LAND TRUST
- DECLARATION            EXEMPTION

RECORDER OR REGISTRAR'S DEED NO. _____
DATE RECORDED _____ <i>[For Recorder's Use Only]</i>

### INSTRUCTIONS

- 1) This form must be filled out completely, signed by at least one of the grantees (buyers), signed by at least one of the grantors (sellers), and presented to the Building Department, 4949 W. Cermak Road, Cicero, Illinois, or other designated agent, at the time of purchase of real estate transfer stamps as required by the Town of Cicero Real Estate Tax Ordinance. The stamps must be affixed to the deed, and this form attached, when the deed is recorded, or affixed to the assignment of beneficial interest of any land trust at time of filing with the trustee.
- 2) The full actual amount of consideration of the transaction is the amount upon which the tax is to be computed. Both the full actual consideration of the transaction and the amount of the tax stamps required must be stated on the declaration.
- 3) In cases involving intermediary buyer, nominee or "straw man", one declaration form must be prepared for each deed that is to be recorded. One of these transactions is usually exempt under Section 7(d) of the Ordinance.
- 4) A signed copy of the Illinois Tax Declaration form must be delivered to the Building Dept., pursuant to Section 10 of the ordinance, by the grantee (buyer) of any deed of assignee of beneficial interest within ten days after delivery of the deed or assignment of beneficial interest, or at the time of the payment of the tax, whichever occurs first.
- 5) For additional information, please call the Building Department (708) 656-3600 Monday thru Thursday 9:00 A.M. to 7:00 P.M.

Address of Property \_\_\_\_\_ Street \_\_\_\_\_ Zip Code \_\_\_\_\_

Permanent Property Index No. \_\_\_\_\_

Commercial & Industrial Property (Describe) \_\_\_\_\_

Residential Property (Number of Units) \_\_\_\_\_ Zoned As: \_\_\_\_\_

Date of Deed or Assignment \_\_\_\_\_

Type of Deed \_\_\_\_\_

Full Actual Consideration (Include amount of mortgage and value of liabilities assumed)	Cashiers Check or Money Order Only	\$ _____
Amount of Tax (\$10.00 per \$1,000 or fraction thereof of full actual consideration)		\$ _____

Note: The Town of Cicero Real Estate Transfer Tax Ordinance specifically exempts certain transactions from taxation. These exemptions are enumerated in Sections 7 and 8 of the ordinance which are printed on the reverse side of this form. To claim one of these exemptions, complete the appropriate blanks below:

I hereby declare that this transaction is exempt from taxation under the Town of Cicero Real Estate Transfer Tax Ordinance by paragraph(s) \_\_\_\_\_ of Section \_\_\_\_\_ of said ordinance.

Details for exemption claimed: (explain) \_\_\_\_\_

We hereby declare the full actual consideration and above facts contained in this declaration to be true and correct.

Grantor: *[Please Print]*  
(Seller)

\_\_\_\_\_  
Name Address Zip Code

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_  
Seller or Agent

Grantor: *[Please Print]*  
(Buyer)

\_\_\_\_\_  
Name Address Zip Code

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_  
Buyer or Agent

\*The provisions of Section 7 and 8 thereof, there is imposed upon any exempt transaction a service charge of Fifty Dollars, (\$50.00)